



CITY OF KIRKLAND

YOUTH MINI GRANT PROGRAM

The City of Kirkland offers a mini-grant program for teen related programs and services. The purpose of these grants is to provide short-term, limited funding to Kirkland youth and community groups for projects, activities, events, and training. Typical grant awards range from \$100 to \$750*. Members of the Kirkland Youth Council review grant requests three times every year (around the 15th of October, January, and April).

Who Can Apply?

Any non-profit organization or individual with a project that benefits Kirkland teens may submit an application for consideration. Each organization/group that submits an application must submit the name of an adult (must be over 18) who will be responsible for any and all paper work. Typical applying groups/organizations include:

- School clubs
- PTSAs
- Community based groups (i.e. Boys & Girls Club, KTUB)

What are the Eligibility Requirements?

- Activities must serve residents of Kirkland.
- Activities must be limited to youth (ages 12-19) participants and/or their parents with a minimum of 15 served.
- Activities must not be used as a means of generating profit for the applicant.
- Activities must comply with all relevant laws and City ordinances and the applicant must be able to secure any permits that may be necessary to undertake the activity.
- Applicants must demonstrate a non-discrimination policy.
- Applicants must adhere to a sound and accepted management, business, and accounting practices.
- Applicants must secure and document matching funds equal to or greater than the funds that are requested from the City.
- For school based programs, requests cannot be made to supplement existing academic programs. All programs must be afterschool, club, or special event related activities.

How to Apply

All funding requests must include a completed application form. This includes:

- Overview of project/activity
- Number of Kirkland youth served
- Name of individual and their associated organization responsible for invoicing and reporting (must be over 18)
- Itemized budget sheet – both expenses and matching funds should be indicated
- Submit form by appropriate deadline

Application Review Criteria

Submitted requests will be evaluated by a team of Kirkland Youth Council members. The review committee will consider the following:

- Applications that are thoroughly completed – all responses clearly illustrated
- Program illustrates ability to meet a need of Kirkland teens
- Program meets key eligibility requirements – i.e. number of teens served, non-academic program
- Prudent budget – do the expenses seem reasonable?

Requirements for Award Recipients

Applicants who receive funding must:

1. Complete a summary report of funded project.
2. Submit appropriate receipts and documentation prior to receiving grant payment (reimbursement basis only).
3. Include the City of Kirkland on all promotional material.
4. Notify the Kirkland Youth Council two weeks in advance of any public events funded by the grant.
5. Any changes to the original proposed grant expenses must be pre approved by the City of Kirkland.

All completed applications may be faxed, mailed, emailed, or delivered to:

Regi Schubiger, Youth Services Coordinator
City of Kirkland Youth Services
505 Market Street, Suite A
Kirkland, WA 98033
FAX (425.587.3303
rschubig@kirklandwa.gov

City of Kirkland staff are available to you should you have any questions. Please contact Regi Schubiger, Youth Services Coordinator at (425)587.3323 or rschubig@kirklandwa.gov.



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YOUTH MINI GRANT APPLICATION

APPLICATION NARRATIVE

Date:	Amount Requested: \$		
Was Program Previously Funded?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	Amount: \$
Youth Organization/Community Group Name:			
Address:			
City:		State:	Zip:
Phone:		Email:	
Primary Youth Contact Name (if applicable):			
Title:		Organization:	
Phone:		Email:	
Primary Adult/Advisor Contact Name:			
Title:		Organization:	
Phone:		Email:	

1. Please describe the project you are requesting funding for.

Name of Program:

Date(s) or Program:

Location(s):

Program Narrative:

2. Estimated number of Kirkland youth (ages 12-19) to be served:

3. Who is eligible to participate? How will they be selected?

4. How will youth be involved in program development & implementation?

5. What is the goal or purpose of your program?

6. Briefly describe the benefits participants will gain through this program.

7. How will you publicly recognize the City of Kirkland's funding contribution?

8. Who will be responsible for handling your invoice and evaluation?

Name:

Title:

Address:

City:

State:

Zip:

Phone:

Email:

BUDGET WORKSHEET
(Estimated Funds)

Grant Expenses (please indicate what grant funds will be used for)				
Item	Vendor Name	Est. Cost per Item/Unit	# Purchased	Total
<i>EXAMPLE: Pizza</i>	<i>Costco</i>	<i>\$10</i>	<i>10</i>	<i>\$100</i>
1.				
2.				
3.				
4.				
Estimated Total Expenses*				

* Amount should equal the total grant funds requested.

Matching Funds (donations, in-kind services, etc.)			
Item/Service	Description	Funding Source/Company Donor	Estimated Value
<i>EXAMPLE: Speaker</i>	<i>Keynote Speaker</i>	<i>PTSA</i>	<i>\$200</i>
1.			
2.			
3.			
4.			
Total Matching Funds*			

*If no matching funds are indicated, requests cannot be considered.

Please attach all promotional materials, receipts, invoices, and all pertinent billing information that you may have available.